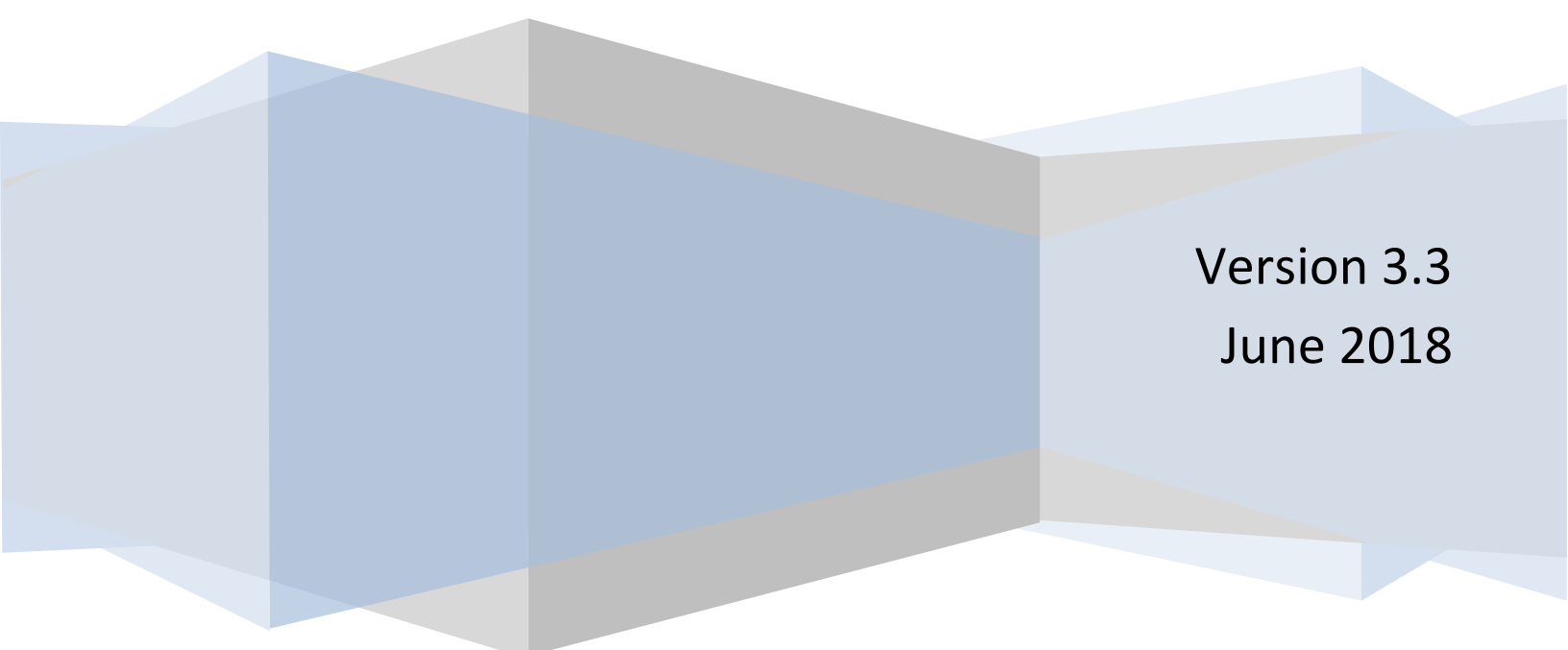Local Government Information Center (LoGIC)

Jurisdiction Electronic Annual Report (EAR) Help

Department of Resources Recycling and Recovery (CalRecycle)

Version 3.3

June 2018

Help for the External Annual Report Module of LoGIC

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Introduction

Welcome to the Department of Resources Recycling and Recovery's (CalRecycle's) Local Government Information Center (LoGIC) Electronic Annual Report (EAR). The LoGIC EAR continues to be the fastest, easiest way to file your CalRecycle Annual Report and is designed with security, ease of use, and flexibility in mind.

Logging In

Security and passwords

As an Annual Report filer you would have been invited to obtain a CalRecycle WebPass and automatically granted access or requested access to the Annual Report for your jurisdiction. A CalRecycle WebPass allows you to use your email address and a single password to sign into many secure CalRecycle web sites and services.

CalRecycle strongly advises LoGIC users to protect their passwords. If there is more than one person in an organization that enters the Annual Report data, CalRecycle requires a unique password and login for each approved user. If the user's password is compromised or forgotten, please visit https://secure.calrecycle.ca.gov/WebPass/ to manage your account.

Once you have your WebPass you may log into LoGIC at https://secure.calrecycle.ca.gov/logic/.

1. Enter your email address.
2. Select "Next".
3. Enter your password.
4. Select "Sign In".

Local Government Information Center Sign-In

Email Address: [   ]

[Next]

CalRecycle Network Sign-In | CalRecycle WebPass

Having trouble signing in using your WebPass? Visit the WebPass home page for help and to manage your own account.

Local Government Information Center (LoGIC) https://secure.calrecycle.ca.gov/Logic/
Contact: LoGIC@calrecycle.ca.gov (916) 341-6230

Help for the External Annual Report Module of LoGIC

To start filing or continue filing a report, click on the year listed as the latest EAR cycle available. The status of the report is listed next to the year and lets you know if the report is due or has been submitted. You can also view a summary of a prior electronic annual report by selecting a year in the EAR Summary Reports field.

Single County / Jurisdiction Log In

If you have access to a single jurisdiction, you will be taken straight to the LoGIC "Welcome" screen (LoGIC External Home).

Multiple County / Jurisdiction Log In

After you have logged in, if you have been given security rights to multiple jurisdictions, you will be given a list of reporting entities/jurisdictions which you are authorized to access. This is the "Jurisdiction Affiliations" screen. Select one reporting entity/jurisdiction to begin working in LoGIC.

Change Affiliation

If you have authority or permissions to view/edit multiple reporting entity/jurisdiction information, you may switch jurisdictions by selecting the "Jurisdiction Affiliations" link at the top of the page. This link will take you back to the Jurisdiction Affiliation screen.

This type of navigation is used throughout the LoGIC application and always located at the top of the page.

Welcome

The "LoGIC Welcome" page provides a summary of information contained in the LoGIC application about the selected reporting entity/ jurisdiction. For jurisdictions, the welcome page includes the EAR Cycle as well as EAR Summary and EAR Venue Summary Reports. The EAR Summary Report provides you with a method to review previously submitted EARs. Likewise, the EAR Venue Summary Report provides you with the ability to review all your Venue & Event data submitted as part of previous EARs. Each report is generated by selecting the Reporting-Year you wish to review in the appropriate "Select a year" dropdown. Please note this is the only way to review previous years' submitted EARs and Venue & Events data.

There is also a link to the EAR Diversion Programs Notes Report, which displays a listing of previously entered program notes. Additionally, a panel that contains the latest electronic Disposal Reporting System (eDRS) quarterly reports and their statuses, as well as annual totals, is also provided.

NOTE: eDRS quarterly data is posted as soon as it is uploaded by the county or DRS staff. This data is working data and you are free to view what has been reported for your jurisdiction. If you have questions regarding the information you may contact the applicable county(ies) directly. Additionally, your Local Assistance and Market Development (LAMD) representative is available to discuss disposal accuracy concerns, issues, etc. Your LAMD representative can work with you to pull the appropriate team together and address such matters.
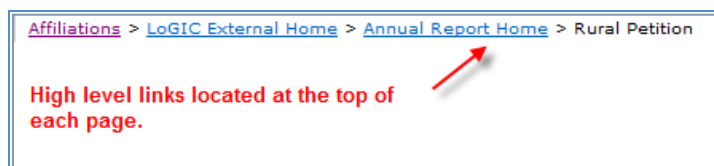

To work on your Annual Report, the reporting cycle must be released to the jurisdictions as indicated with the "Due" status. Select/click on the year hyperlink for the year that is due to view the Annual Report Home page and to start or continue your Annual Report.

Help for the External Annual Report Module of LoGIC
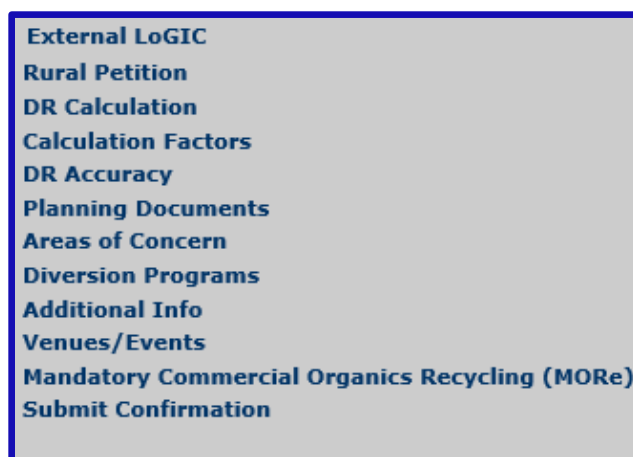
General Navigation and Page Designs

Page Navigation

There are several options for navigating the various sections of the EAR.

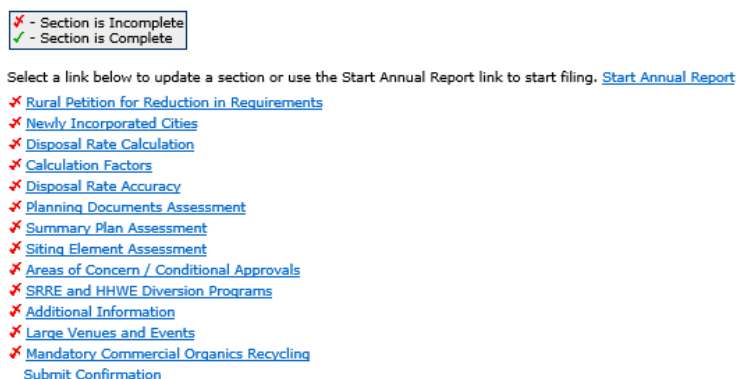1. The links at the top of each page will help you navigate back to parts of LoGIC.

   Affiliations > LoGIC External Home > Annual Report Home > Rural Petition

   High level links located at the top of each page.

2. The navigation to the left of the page allows you to quickly jump to another section out of sequence.

   External LoGIC
   Rural Petition
   DR Calculation
   Calculation Factors
   DR Accuracy
   Planning Documents
   Areas of Concern
   Diversion Programs
   Additional Info
   Venues/Events
   Mandatory Commercial Organics Recycling (MORe)
   Submit Confirmation

3. Located on the Annual Report Home and the Submit Confirmation pages is the list of EAR sections and their current status.

   ✗ - Section is Incomplete
   ✓ - Section is Complete

   Select a link below to update a section or use the Start Annual Report link to start filing. Start Annual Report
   ✗ Rural Petition for Reduction in Requirements
   ✗ Newly Incorporated Cities
   ✗ Disposal Rate Calculation
   ✗ Calculation Factors
   ✗ Disposal Rate Accuracy
   ✗ Planning Documents Assessment
   ✗ Summary Plan Assessment
   ✗ Siting Element Assessment
   ✗ Areas of Concern / Conditional Approvals
   ✗ SRRE and HHWE Diversion Programs
   ✗ Additional Information
   ✗ Large Venues and Events
   ✗ Mandatory Commercial Organics Recycling
   Submit Confirmation

Within each section you can move to the next sequential section using the links at the top of the page. This feature, however, is only enabled if you have completed the current section, as indicated with a green check.

A red check indicates the section is incomplete and additional information needs to be entered. All sections must be completed and have a green check next to them before the Annual Report can be submitted.

Page Designs

In an effort to make the application easy to use and user friendly, it was designed using standard system architecture similar to applications you would see at any company. Most pages will have a basic combination of "Edit" and "Back". Sections with more complex or subsets of information may have buttons and/or tabs to add data. Sections with multiple records such as Large Venues and Events and SRRE and HHWE Diversion Programs may contain record level links which will allow you to drill down to all the data about a specific program or event.

Buttons

Edit   You must select the "Edit" button to update or change your information. When you enter a section or screen the default mode is "view only" in which data can't be changed or updated. This helps to protect information and allows the user to safely view and browse data already entered.

Back   Returns you to the Annual Report home page or a section home page such as Large Venues and Events or SRRE and HHWE Diversion Programs.

Save   Use the "Save" button to complete a page and save all of your information. If you navigate off a page without first saving, your information may be lost.

Cancel   Use the "Cancel" or "Reset" button to stop the edit mode and revert your page back to the last saved screen. For example, if you have added information and are updating it the screen will revert to the last saved information. If you are adding new informaiton the screen will revert back to

Reset   blank or unanswered questions.

Add New Program   This is a sample of a button that will allow you to add a new record such as a diversion program or large venue and event. These buttons are specific to the selected program or venue and event.

Diversion Programs-EZ   This is a sample of a button that will take you to another screen to update or enter information.

Help for the External Annual Report Module of LoGIC

Links

Throughout the application you will see links. The links may lead you to related regulations, help or other supporting documentation. In other instances a link will allow you to navigate between records or allow you to navigate into more details about a specific program or venue/event.

Tabs

Some sections have multiple pages of information and use page tabs to navigate through them.

Spell Check

You can spell check text in any notes field in the EAR. Click on the check icon next to the notes field and a spell check screen will appear that will check the notes field.

Please note that this feature is not automatic. If you want to engage spell check, please click on the spell check icon in each entry/field.

Help for the External Annual Report Module of LoGIC

Viewing Notes that fill the entire window

If a notes field is filled with text beyond the size of its window, the magnifying glass icon allows you to read the entire field. Place the cursor over the magnifying glass icon to display all the text in a notes field.
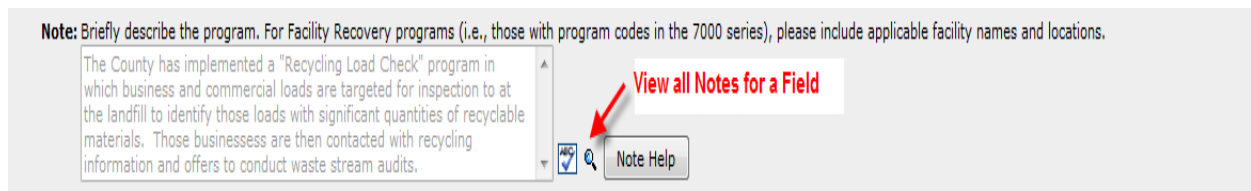
Annotations

Annotations, identified by a '?' within a square, have been added to some of the fields on several pages of the EAR, most notably the Disposal Rate Calculator page and the Diversion Program Detail pages. These annotations provide a description of the field, and in some cases explain what to enter in that field.

Look for the '?' within the square icon to the left of the field and 'hover' over it with your cursor to display the annotation.

Help for the External Annual Report Module of LoGIC

Annual Report Home Page

The Annual Report Home Page is a high level overview of the current annual report. It serves as a checklist for filling out each section of the EAR. As you complete each section, the 'red' crossed checkmark to the left of the section title will change to a 'green' checkmark, indicating the section is complete. Once all sections have been completed, the 'Submit' button will become active at the bottom of the Submit Confirmation page.

The Newly Incorporated Cities, Summary Plan Assessment, and Siting Element Assessment sections are only available for Regional Agencies or Unincorporated Counties.

Annual Report Home Page: Contra Costa-Unincorporated (2017)

Welcome to the Electronic Annual Report (EAR) for reporting years 2007 and beyond. The report has been updated to reflect the new disposal measurement system. Although some aspects of the former measurement system, such as generation studies and adjustment factors, are no longer applicable, we have retained the old format as much as possible. This continuity, coupled with simplified data entry, will allow a smoother transition to the new system. There are some new features of which you should be aware:

- In order to add or change data on any page, you must first select the "Edit" button.
- Once you have completed entering data on a page, you must select the "Save" button to commit your changes or "Cancel" to reset the information before the system will allow you to proceed to the next page or section.
- A red asterisk (*) indicates a required entry.

Please take a few moments to familiarize yourself with the new report before you begin your data entry. If you encounter problems or have questions, be sure to contact your LAMD representative.

Listed below are the individual sections of the EAR. This listing serves as a "checklist" for accomplishing the EAR. As you complete each section, the "red" crossed checkmark (✗) to the left of the section title will change to a "green" checkmark (✓), indicating that section is complete. Once all sections have been completed, the 'Submit' button will become active at the bottom of the Submit Confirmation page.

LoGIC External Security Guide (Adobe PDF, 634 KB)
EAR Users Guide (Adobe PDF, 3.0 MB)
EAR Completion Checklist (Adobe PDF, 122 KB)
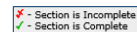
LAMD Representative: JoAnn Jaschke

✗ - Section is Incomplete
✓ - Section is Complete

Select a link below to update a section or use the Start Annual Report link to start filing. Start Annual Report

✗ Rural Petition for Reduction in Requirements
✗ Newly Incorporated Cities
✗ Disposal Rate Calculation
✗ Calculation Factors
✗ Disposal Rate Accuracy
✗ Planning Documents Assessment
✗ Summary Plan Assessment
✗ Siting Element Assessment
✗ Areas of Concern / Conditional Approvals
✗ SRRE and HHWE Diversion Programs
✗ Additional Information
✗ Large Venues and Events
✗ Mandatory Commercial Organics Recycling
Submit Confirmation

Latest News

Reminder: AB 341 Mandatory Commercial Recycling in Diversion Program Code 2030 and AB 1826 Mandatory Commercial Organics Recycling in Diversion Program Code 3035 now have required fields for **Education/Outreach** and **Monitoring** that may require completion even after using the EZ button in the SRRE and HHWE Diversion Programs Section (code 3035 is not required for rural jurisdictions).

- If you have any questions about what information you should include, please contact your LAMD representative.

Other New EAR features for this report cycle:

1. Mandatory Commercial Organics Recycling (MORe): Other questions related to the implementation of AB 1826 Mandatory Commercial Organics Recycling and AB 876 Organics Management Infrastructure Planning (applicable to only Counties and Regional Agencies, including those with Rural Jurisdiction Exemptions) are included in a section of the EAR. Some information entered in diversion program code 3035 will carry over to this new section. This section is not required for rural jurisdictions, though rural Counties and Regional Agencies must still report on AB 876 on the 'Infrastructure and Barriers' tab.

2. Green Material ADC: The Disposal Rate Calculator will now preview DRS tons of green material as alternative daily cover (ADC) that will be considered disposal beginning in the year 2020. In September 2014, Governor Brown signed AB 1594 mandating that as of January 1, 2020, the use of green material as ADC will no longer constitute diversion through recycling and will instead be considered disposal in terms of measuring a jurisdiction's annual 50 percent per capita disposal rate. Beginning in the 2017 EAR (due in 2018), if applicable, jurisdictions will include information on plans to address these new requirements and divert green material that is being used as ADC. CalRecycle's EAR will be adjusted to reflect these reporting requirements for 2017.

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Rural Petition for Reduction in Requirements

A jurisdiction may petition for a reduced diversion requirement if it can be defined as a "rural city," a "rural county," or a "rural regional agency," and if it meets certain specific criteria.

It is CalRecycle policy to consider and act on petitions for reduction in the 50 percent diversion requirement based upon a collective evaluation of a standard set of criteria. These criteria determine, as nearly as possible, whether a jurisdiction can meet the diversion requirement and whether it has made a *good faith effort* to do so.

Based on this evaluation, CalRecycle will approve, modify, or disapprove a request for reduction. CalRecycle may set an appropriate, alternative medium-term diversion requirement. At two or four year intervals, CalRecycle reviews the conditions upon which the reduction was granted to determine whether to revise the terms of, or revoke the reduction.

Edit Instructions

1. Select "Edit" to answer the question.

2. If you answer "Yes" you must provide more information in the text box in order to complete this section.

3. If you answer "No" more information is optional.

4. Select the "Save" button. Once you have completed the question the check next to "Rural Petition Section" will turn green to indicate that you have completed the section.

Rural Petition for Reduction in Requirements: Contra Costa-Unincorporated (2017)

✗ Rural Petition Section ➡ New City

Back | Edit

Rural Petition For Reduction

1. Was your jurisdiction granted a Rural Petition for Reduction by CalRecycle? See Jurisdictions with an Approved Petition for Rural Reduction
For more information regarding Rural Petition For Reduction, go to Rural Solid Waste Diversion Home Page.
   ○ Yes. If yes, please discuss whether the conditions under which the petition was granted still apply.
   ○ No.

Back | Edit

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Newly Incorporated Cities

This section is used only by Regional Agencies or Unincorporated Counties to report the incorporation of a new city(ies) within their region. The county should include the details of the incorporation(s) in this section.

Edit Instructions

Each Regional Agency or Unincorporated County must answer the first question to complete this section.

1. Select "Edit".

2. If you answer "No" then you may save the record and move onto the next section.

3. If you answer "Yes" select "Save" and complete the following instructions:

Adding a City

1. After selecting "Yes" and "Save" the new city information screen will appear.

2. Complete the required fields, as indicated with "*".

3. Select "Save" in the lower portion of the screen. The new city will be listed.

Once the new city information has been added, you may add another city by simply selecting the "Edit" button and following the steps above.

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LoGIC Home > Affiliations > LoGIC External Home > Annual Report Home > Newly Incorpora

Newly Incorporated Cities: Alameda-Unincorporated (

✗ New City Section ➡ DR Calculation   LAMD Repr

Edit information and click Save.
Fields marked with * (asterisk) are required.

Since the date of your last Annual Report, are there any newly incorporated cities within your county/regional agency?

◉ Yes.

◯ No.

[Save] [Cancel]

You have indicated there are newly incorporated cities within your county or regional agency.

- Please provide information about the city below, then select "Save".

- If there is more than one select "Edit" then "Save" for each new city.

- To delete a city select "Edit" then the "X" next to the city name.

- If you need to correct the information about a new city you must delete it and reenter the information.

In order to complete the disposal rate calculation, you must contact your LAMD representative for assistance. Special procedures are necessary to calculate the disposal rate for counties and regional agencies with newly incorporated cities.

However, you may continue filing your electronic annual report, starting with Disposal Rate Calculation.

* City Name: [   ]

* Date of Incorporation: [   ] 📅

* Population at Date of Incorporation: [   ]

[Save] [Cancel]

Help for the External Annual Report Module of LoGIC

Delete a city that has been added

1. Select the "Edit" button.
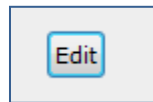
2. Select the "X" next to the name of the city you wish to delete.

3. Select "OK" to confirm the deletion or "Cancel" to quit the action.
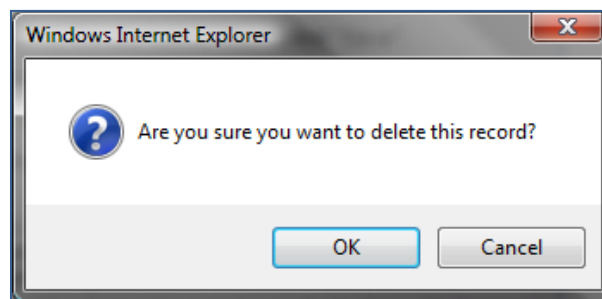
Disposal Rate Calculation

The Per Capita Disposal and Goal Measurement System implemented with the 2007 EAR moves the emphasis from an estimated diversion measurement number to using an actual disposal measurement number as a factor, along with evaluating program implementation efforts.

These two factors will help determine each jurisdiction's progress toward achieving its Integrated Waste Management Act (AB 939) diversion goals. The 50 percent diversion requirement will now be measured in terms of per capita disposal expressed as pounds per person per day. The focus will be on program implementation, actual recycling, and other diversion programs instead of estimated numbers.

The purpose of the new Per Capita Disposal and Goal Measurement System (Chapter 343, Statutes of 2008 [Wiggins, SB 1016]) is to make the process of goal measurement as established by AB 939 simpler, more timely, and more accurate. SB 1016 builds on AB 939 compliance requirements by implementing a simplified measure of jurisdictions' performance. SB 1016 accomplishes this by changing to a disposal-based indicator--the per capita disposal rate--which uses only two factors: a jurisdiction's population (or in some cases employment) and its disposal as reported by disposal facilities.

In order for CalRecycle and jurisdictions to more properly focus on successful program implementation, SB 1016 shifts from the historical emphasis on using calculated generation and estimated diversion to using annual disposal as a factor when evaluating jurisdictions' program implementation. Overall benefits of the new approach include:

Help for the External Annual Report Module of LoGIC

- Focuses on diversion program implementation.
- Increases simplicity and timeliness of goal measurement.
- Allows for jurisdiction growth.
- Saves money and time by eliminating complex calculations.
- Increases CalRecycle staff field presence.
- Adjusts CalRecycle review schedule for compliant jurisdictions.

The new per capita disposal rate approach is not determinative of jurisdiction compliance. CalRecycle will use per capita disposal as an indicator in evaluating program implementation and local jurisdiction performance. CalRecycle's evaluation will be focused on how jurisdictions are implementing their programs.

Edit Instructions

1. Select "Edit".

2. Enter your requested total disposal amount. Include any additions or subtractions to your reported disposal that are due to misallocation or miscalculation by adjusting the disposal amount listed in the first field labeled **"Reporting-Year Disposal Amount (tons)."**

3. Enter your Disposal Reduction Credits in the applicable fields provided under "**Disposal Reduction Credits (Reported)."** The EAR calculator will automatically subtract these credits from your requested total in the "**Reporting-Year Disposal Amount (tons)"** field, thus establishing a disposal tonnage that will be used to calculate your **Annual Disposal Rate** for the **Report-Year**.

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4. If the jurisdiction has transformation waste, the report year transformation waste tons will be displayed by quarter and facility in a box below the calculator.

   a. If you wish to claim the reported transformation waste in your calculation, do not change the report year transformation waste amount.

   b. If you wish to claim a different transformation amount than the reported amount, enter the amount you wish to claim.

   c. If you do not wish to claim transformation waste, enter '0' in the report year transformation waste field.

5. To reset the calculation data back to the original CalRecycle default data, select the 'Reset to Default' link. This will clear any changes made to report year disposal, disposal credits, or transformation waste.

6. Select the "Save" button. Once you have completed the calculations the check next to "DR Calculation Section" will turn green to indicate that you have completed the section.

Definition of Terms

A list of important terms related to the calculation and their definitions are displayed above the calculator.

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Reporting-Year Calculation Results

The Reporting-Year Calculation Results (Per Capita) box located at the bottom of the Disposal Rate Calculation page displays your calculated 'Target' and 'Annual' disposal rates for both population and industry employment. The term 'Target' refers to a per capita disposal rate approximately equivalent to the 50 percent diversion requirement. The term 'Annual' refers to the current Reporting-Year per capita disposal rate as calculated by dividing your jurisdiction's corrected Report-Year disposal by your jurisdiction's Report-Year population and industry employment. The 'Target' and 'Annual' rates are compared to each other and used as an indicator of the effectiveness of your programs.

Please note that, in accordance with the language of SB1016, a jurisdiction's per capita disposal rate based on its population is the primary disposal factor to be considered. However, statute also states that if a jurisdiction's solid waste disposal is predominated by commercial or industrial activities, CalRecycle **MAY** alternatively calculate a per capita disposal rate based on their industry employment. Both disposal rates are calculated in the EAR to simplify the analysis process for reporting entities/jurisdiction and CalRecycle staff. A jurisdiction does not get to select which per capita disposal rate (by population or by employment) to submit.

Note: Beginning with the 2016 EAR, The Disposal Rate Calculator has previewed tons of green material as alternative daily cover (ADC) that will be considered disposal beginning in the year 2020. In September 2014, Governor Brown signed Assembly Bill (AB) 1594 (Williams, Chapter 719, Statutes of 2014), mandating that as of January 1, 2020, the use of green material as ADC will no longer constitute diversion through recycling and will instead be considered disposal in terms of measuring a jurisdiction's annual 50 percent per capita disposal rate (Public Resources Code (PRC) Section 41781.3). Beginning in the **2017 Electronic Annual Report**, jurisdictions will include information on plans to address these new requirements and divert green material that is being used as ADC. More information on AB 1594 can be found on http://www.calrecycle.ca.gov/lgcentral/basics/ADCGreen/default.htm.

Reporting-Year Calculation Results (Per Capita)

	Population		Employment	
	Target	Annual	Target	Annual
? Disposal Rate without Transformation(pounds/person/day):		0.0		0.0
? Transformation Rate (pounds/person/day):	1.8	0.0	8.5	0.0
? The Calculated Disposal Rate (pounds/person/day):	9.2	0.0	42.3	0.0

As of January 1, 2020, the use of green material as alternative daily cover (ADC) will be considered disposal in terms of measuring a jurisdiction's annual 50 percent per capita disposal rate.

	Population		Employment	
	Target	Annual	Target	Annual
Calculated Disposal Rate w/out Green Material ADC:		0.0		0.0
Green Material ADC Rate:		0.0		0.0
Disposal Rate with Green Material ADC:		0.0		0.0

Back | Edit

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Calculation Factors

Based on changes that may have been made to the Disposal Rate Calculation in the previous section, the three check boxes below may be automatically checked for you. If the reporting-year disposal amount was changed, the alternative disposal tons box will automatically be checked. If a disposal reduction credit was entered the 'deductions to DRS disposal tonnage' box will automatically be checked. If there was green material used as ADC based on the annual DRS report, that box will be automatically checked and require an answer to the question on this page.

If you feel there is a need for reporting alternative disposal tonnage or deductions to DRS disposal tonnage and you have not made any adjustments to the Disposal Rate Calculation, you may select these checkboxes. This will help LAMD staff identify documents to be submitted outside of the EAR.

Even if you have no changes to make you must still select "Edit" and "Save". This will complete the section and informs LAMD staff that you have read the page and are aware of any required or optional documentation.

Green Material ADC (AB 1594) reporting

NEW for 2017 EAR! Pursuant to Public Resources Code (PRC) Section 41781.3 [(AB) 1594 (Williams, Chapter 719, Statutes of 2014)], beginning in the 2017 EAR jurisdictions are required to include information on plans to address how green material that is being used as ADC will be diverted. Please describe in the box (see below) the jurisdiction's plans to divert green material that is being used as ADC.

Jurisdictions can review facilities that reported green material ADC for a reporting jurisdiction on http://www.calrecycle.ca.gov/LGCentral/Reports/maps/inflowoutflow.aspx by selecting the following;

Location Type: Jurisdiction/Landfill

Flow Direction: Outflow (Please note that selecting this option will still show facilities within the jurisdiction/county)

Year: 2017

Quarter: All Quarters

Location Name: "*Your Jurisdiction*"

Tonnage Type: ADC GreenWaste (Please note that "GreenWaste" has the same meaning as "green material" for this data report)

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Edit Instructions

1. Select "Edit".

2. Check boxes when appropriate.

3. Select the "Save" button. **You MUST select "Edit" then "Save" to complete this section even if there is no change to the information.** Once you have, the check next to "Calculation Factors Section" will turn green to indicate that you have completed the section.

The report year disposal modification form is now a fillable pdf form. Adobe Acrobat Reader 7 or above is required to view and edit the form. If you don't have the latest version of Adobe PDF reader, click on the Get Adobe Reader picture to download the latest version. **Report-year disposal modification certification**

Loading and Saving the Disposal Modification Certification Form

1. Select the 'Reporting Year Disposal Modification Certification Sheet (PDF)' link to load the form in Adobe Reader.
2. Fill out the pdf form and from the menu select 'File' and 'Save As' to save the form.

Uploading the Report Year Disposal Modification Form

You can upload the report year disposal modification form and any other supporting documentation directly to CalRecycle in your Electronic Annual Report. Documents must be uploaded before the Electronic Annual Report is submitted. You may access the documents section of the EAR by selecting the 'Document Management' button located at either the bottom of the Annual Report Home Page, or the Calculation Factors page as depicted below. If you do not upload your disposal modification form in the EAR, you can mail or fax the form to CalRecycle within 7 business days of submitting your Electronic Annual Report.

Upload Instructions:
1. Select the 'Document Management' button.

2. Select 'Add New Document'

3. Enter details about the document.

4. Enter the title of the document.

5. Select the document format (pdf for the disposal modification certification sheet).

6. Select 'Browse' to upload your document.

7. Enter a document description.

8. Select 'Save' to complete the document upload.

9. Select 'Add New Document' to upload another document.

Viewing or Editing an Uploaded Document

1. Select the 'Document Management' button to view uploaded documents.

2. Select the document icon to view and/or edit an uploaded document.

3. Select the document title to view and/or edit detailed information about the document.

Help for the External Annual Report Module of LoGIC

Disposal Rate Accuracy

The disposal rate accuracy section is the place to tell CalRecycle if there are any special circumstances pertaining to your jurisdictions disposal rate. Use this section to briefly describe the additional information you wish to send to CalRecycle related to your disposal rate. There is a link to related statute provided in the application for more information.

Edit Instructions

1. Select "Edit".

2. If you answer "Yes" you are required to provide more information in the space provided.

3. If you answer "No" more information is optional.

4. Select "Save' to complete the section. Once saved the check next to "DR Accuracy Section" will turn green.

Help for the External Annual Report Module of LoGIC

Planning Documents Assessment

Each jurisdiction is required to report on the adequacy of, or the need to revise its Source Reduction and Recycling Element (SRRE), Household Hazardous Waste Element (HHWE) and Non-disposal Facility Element (NDFE). If a jurisdiction determines that a revision to its SRRE, HHWE and/or NDFE is necessary, the annual report shall contain a timetable for making the necessary revisions. **<u>Note</u>**: Before taking any action on the revision process, please contact your LAMD representative for further discussion and additional information.

Edit Instructions

1. Select "Edit"

2. Questions 1, 2 and 4 are required:

    a. If you answer "Yes" you are required to provide more information in the space provided.
    b. If you answer "No" more information is optional. Report updates to these planning documents in this field. For more information, see Q & A #10 regarding the 5-Year CIWMP or RAIWMP Review Reports at <u>www.calrecycle.ca.gov/LGCentral/Library/Policy/5YrReview/QandA.htm</u> for more information (or contact your LAMD representative).

3. Question 3 is optional. Report updates to the NDFE in this field.

4. Select "Save" to complete the section. Once saved the check next to "<u>Planning</u> Documents Section" will turn green.

Help for the External Annual Report Module of LoGIC

Affiliations > LoGIC External Home > Annual Report Home > Planning Document Assessment

Planning Documents Assessment: Butte County Regional Waste Management Authority (2007)

✗ Planning Documents Section ➡ Diversion Programs   LAMD Representative: Cindi Rumenapp

Back Edit

Source Reduction and Recycling Element (SRRE)

1. Does the SRRE need to be revised?

   ○ Yes. Explain below why the SRRE is not adequate, the revisions that are necessary and the timeline for making those revisions. Note: Diversion program information is updated in each Annual Report, SB 1066 time extension or alternative diversion requirement report, compliance order, etc. So, before taking any action on the revision process, please contact your LAMD representative for further discussion and additional information.

   ○ No. Please add any notes or updates below.

   [text box]

Household Hazardous Waste Element (HHWE)

2. Does the HHWE need to be revised?

   ○ Yes. Explain below why the HHWE is not adequate, the revisions that are necessary and the timeline for making those revisions. Note: Diversion program information is updated in each Annual Report. So, before taking any action on the revision process, please contact your LAMD representative for further discussion and additional information.

   ○ No. Please add any notes or updates below.

   [text box]

Non-Disposal Facility Element (NDFE)

3. Describe below any changes in the use of nondisposal facilities, both existing and planned (e.g., is the jurisdiction using a different facility within or outside of the jurisdiction, has a facility closed, is a new one being planned).

   [text box]

4. Are there currently any nondisposal facilities that require a solid waste facility permit located (or planned to be sited) in your jurisdiction that are not identified in your NDFE?

   ○ Yes. (Your NDFE may need to be amended before the permit for this facility comes before the Board for concurrence. If the facility is not identified in the NDFE, the permit may not be in conformance with your NDFE, and the permit may be denied. See the Board's NDFE Guidelines at http://www.ciwmb.ca.gov/LgLibrary/Policy/NDFEGuide.htm and contact your LAMD representative if you have any questions about the need to amend your NDFE)

   ○ No. Please add notes or updates below.

   [text box]

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Help for the External Annual Report Module of LoGIC

Summary Plan Assessment (applies only to unincorporated county areas and regional agencies)

The Summary Plan Assessment section is where regional agencies and unincorporated counties report on the adequacy of their summary plan and the need, if any, for revision. **Note**: Before taking any action on the revision process, please contact your LAMD representative for further discussion and additional information.

- Only regional agencies and unincorporated counties can see this section of the EAR.

- Only regional agencies comprised of member agencies within the boundaries of a single county including the unincorporated county, and regional agencies comprised of two or more counties and all the cities within those counties, are required to complete this section.

Edit Instructions

1. Select "Edit".

2. If you answer "Yes" you are required to provide more information in the space provided.

3. If you answer "No", entering more information is optional. Report updates to the Summary Plan in this field. For more information, see Q &A #10 regarding the 5-Year CIWMP or RAIWMP Review Reports at www.calrecycle.ca.gov/LGCentral/Library/Policy/5YrReview/QandA.htm for more information (or contact your LAMD representative).

4. If you are a regional agency that does not report for the entire county select 'No' and enter 'NA' in the notes field.

5. Select 'Save' to complete the section. The check next to the "Summary Section" at the top of the Summary Plan screen will turn green.

Help for the External Annual Report Module of LoGIC

Siting Element Assessment (applies only to unincorporated county areas and regional agencies)

In this section, regional agencies and unincorporated counties report county or agency wide disposal capacity, and on the adequacy of their siting element, to include any needed revisions. Note: Before taking any action on the revision process, please contact your LAMD representative for further discussion and information as it could save some time and effort.

- Only regional agencies and unincorporated counties can see this section of the EAR.

- Only regional agencies comprised of member agencies within the boundaries of a single county including the unincorporated county, and regional agencies comprised of two or more counties and all the cities within those counties are required to complete this section.

Edit Instructions

1. Select 'Edit'.

2. For question #1, enter the number of years of disposal capacity for your county or regional agency.

Note: If you are a regional agency that does not report for the entire county, enter '0' for the disposal capacity question, select 'No' for question three and enter NA in the notes fields.

3. If capacity is below 15 years, describe your strategy for obtaining 15 years of capacity in question #2. If disposal capacity is reported as 15 years or more, skip question #2.

4. For question #3, answer whether the siting element needs to be revised.

    - If you answer 'yes' for question #3 you are required to provide more information in the space provided.

    - If you answer 'no' for question #3 more information is optional. Report updates to your siting element in this field. For more information, see Q &A #10 regarding the 5-Year CIWMP or RAIWMP Review Reports at www.calrecycle.ca.gov/LGCentral/Library/Policy/5YrReview/QandA.htm for more information (or contact your LAMD representative).

5. Select 'Save' to complete the section. The check next to the "Summary Section" at the top of the Summary Plan screen will turn green.

Help for the External Annual Report Module of LoGIC

Siting Element Assessment: Butte County Regional Waste Management Authority (2007)

√ Siting Element Section ➡ Areas of Concern

LAMD Representative: Cindi Rumenapp

Back   Edit

Only regional agencies comprised of member agencies within the boundaries of a single couty, including the unincorporated area and regional agencies comprised of two or more counties and all the cities within those counties are required to complete this section. If a regional agency does not consist of all of the jurisdictions in a county, then they can enter '0' for the disposal capacity question and select 'No' for the other question and then include NA in the notes field. If a regional agency has question please contact your LAMD representative.

Total County or Agency Wide Disposal Capacity

1. Based on the best available estimates of current and future disposal, how many years of disposal capacity does your county or regional agency have?

    [0]

2. If you do not currently have 15 years of disposal capacity, describe your strategy for obtaining 15 years of capacity.

Siting Element Adequacy

3. Does the Siting Element need to be revised? The Siting Element will need to be revised if you have less than 15 years disposal capacity and have not described a strategy for obtaining 15 years disposal capacity.

    ○ Yes. In the box below, provide a time schedule for revising your Siting Element. Also discuss new disposal sites or disposal strategies that changed during the report year, and how those strategies will allow the county or regional agency to attain 15 years of disposal capacity. Please also contact your LAMD representative for additional information and guidance.

    ◉ No. This county or regional agency has more than 15 years of disposal capacity, has experienced no major changes in disposal practices in the past year, and expects no such changes in the near future. Please include any notes or updates below.

Back   Edit

Areas of Concern / Conditional Approvals

In this section, each jurisdiction with a planning document (e.g., SRRE, HHWE, NDFE, CSE and SP):

- For which CalRecycle identified an area-of-concern at the time it was approved or conditionally approved, may address the concern in its Annual Report. Once the concern has been adequately addressed by the jurisdiction, it no longer needs to be addressed in subsequent Annual Reports.

- That was conditionally approved by CalRecycle, shall discuss how it has met the conditions in its Annual Report. The conditions are listed in the Resolution in which CalRecycle conditionally approved the planning document. The Resolution is attached to the Notification letter sent to a jurisdiction pursuant to PRC section 41810. Once the conditions have been adequately addressed, they no longer need to be addressed in subsequent Annual Reports.

Since the planning documents were approved so long ago, this generally will only apply to newly incorporated cities (e.g., those that would be going through the planning document review and approval process).

Edit Instructions

1. Select "Edit".

2. If you answer "Yes" to either question you are required to provide more information in the space provided.

3. If you answer "No", more information is optional.

4. Select "Save' to complete the section. Once saved, the check next to "Areas of Concern Section" will turn green.

Help for the External Annual Report Module of LoGIC

SRRE and HHWE Diversion Programs

Jurisdictions use the SRRE and HHWE Diversion Programs Section to tell CalRecycle about progress achieved by--or challenges with--their diversion programs. The SRRE and HHWE Diversion Programs Section has two modes, regular and EZ.

Whichever mode you choose, remember that strong programs are the key to a successful CalRecycle review. Whether your diversion programs were expanded to reach more customers, refined for greater efficiency, or dropped in favor of something more effective, CalRecycle wants to know. Be sure to carefully review your program listing and notes. **Be sure to update all notes which are outdated.**

- Diversion Programs (Regular): Update each program, moving through the individual program detail screens using the built-in navigational tools. The Diversion Program Detail screen allows you to add notes and tonnage information, add reason codes for dropped and previously dropped programs, and add or alter target sector information.

- Diversion Programs-EZ: Automatically copies all of the previous reporting-year's status codes, target sectors and program ownership data into the current reporting-year's report. Instead of moving through programs individually, you visit one page to enter tons for all diversion programs in your jurisdiction (optional). Once you save that information, Diversion Programs-EZ directs you back to the SRRE and HHWE Diversion Programs page. Upon returning to this page, you can select any program from this screen to update (e.g., notes, status code) at any time.

Review the "Information Incomplete" column to individually update any diversion programs still marked incomplete, and select individual programs which need additions to notes or adjustments to target sector information.

When using Diversion Programs-EZ, **CalRecycle asks all jurisdictions to update program notes to reflect any significant program developments**. Providing updates on major program changes is important because program status and updated notes are key factors in the CalRecycle Review.

Mandatory Commercial Recycling and Mandatory Commercial Organics Recycling

Mandatory Commercial Recycling in Diversion Program Code 2030 is now a required field in the SRRE and HHWE Diversion Programs section of the EAR.

Mandatory Commercial Organics Recycling in Diversion Program Code 3035 reporting is required for all jurisdictions that have not received a rural exemption for the Jurisdiction and businesses that operate in the region. Exemptions are permitted for jurisdictions located entirely within a rural county or counties. See rural link above or contact your LAMD representative if you have questions.

Help for the External Annual Report Module of LoGIC

Diversion Programs Home Page

This page contains basic instructions along with a grid that provides a quick view of each program that must be updated in the Annual Report.

- The grid can be sorted ascending or descending by selecting one of the column headings.

- Each program has a red "*" in the Information Incomplete column to indicate that the program has not yet been reviewed or is still considered incomplete. Each program has to be cleared of the red "*" before the SRRE and HHWE Diversion Program section is considered complete. To clear the red check select a program, update your program data if necessary and select Save.

- A newly added program will have a 'Yes' in the new program column.

- You cannot delete an existing program. If the program has been discontinued you may change the status code to "Dropped in an earlier year".

- You may delete a newly added program.

SRRE and HHWE Diversion Programs: Contra Costa-Unincorporated (2017)

Diversion Programs Section ➜ Additional Info   LAMD Representative: JoAnn Jaschke

Jurisdictions use the Diversion Programs Section to tell CalRecycle about progress achieved by--or challenges with--their diversion programs. The Diversion Programs Section has two modes, regular or EZ.

Whichever mode you choose, remember that strong programs are the key to a successful Department of Resources Recycling and Recovery (CalRecycle) review. Whether your diversion programs were pumped up to reach more customers, refined for greater efficiency, or dropped in favor of something more effective, CalRecycle wants to know. Be sure to carefully review your program listing and notes. Be sure to update all notes which are outdated.
- **Diversion Programs (Regular):** Update each program, moving through the individual program detail screens using the built-in navigational tools. Program detail screen allows you to add notes and tonnage information, add reason codes for dropped and previously dropped programs, and add or alter target sector information. This part of the EAR is unchanged since the onset of electronic filing. Do you need HELP or Instructions?
- **Diversion Programs-EZ:** Automatically copies all of last year's status codes, target sectors and program ownership data into this year's report. Instead of moving through programs individually, you visit one page to enter tons for all diversion programs in your jurisdiction. Once you save that information, Diversion Programs-EZ directs you back to this page. At that point, you review the "Information Incomplete" column to individually update any diversion programs still marked incomplete, and select individual programs which need additions to notes or adjustments to target sector information.
When using Diversion Programs-EZ CalRecycle asks all jurisdictions to update program notes to reflect any significant program developments. Providing updates on major program changes is important because program status and updated notes are key factors in CalRecycle's Review.
- **Adding new diversion programs:** Simply use the "Add New Program" button. Compatible with Diversion Programs or Diversion Programs-EZ.
Mandatory Commercial Recycling 'Education and Outreach' and 'Monitoring' program information for Code 2030-RC-OSP Commercial On-site Pickup may be required to complete this section.
Mandatory Commercial Organics Recycling 'Education and Outreach' and 'Monitoring' program information for Code 3035-CM-COR Commercial Organics Recycling may be required to complete this section.

Diversion Programs-EZ   Add New Program

You may view all of the Diversion Program Notes here: [View All Diversion Program Notes]
You may sort your program data below in either ascending or descending alphanumeric order by selecting the individual column heading.
You may find definitions of Acronyms and Program Codes here.

PROGRAM CODE	PROGRAM NAME	HAS DETAILS	STATUS	NEW PROGRAM	INFORMATION INCOMPLETE
1000-SR-XGC	Xeriscaping/Grasscycling	Yes	SO - Selected and Ongoing		*
1010-SR-BCM	Backyard and On-Site Composting/Mulching		SO - Selected and Ongoing		*
1020-SR-BWR	Business Waste Reduction Program		SO - Selected and Ongoing		*
1030-SR-PMT	Procurement		SO - Selected and Ongoing		*
1040-SR-SCH	School Source Reduction Programs		AO - Alternative and Ongoing		*
1050-SR-GOV	Government Source Reduction Programs		SO - Selected and Ongoing		*
1060-SR-MTE	Material Exchange, Thrift Shops		SO - Selected and Ongoing		*
1070-SR-OTH	Other Source Reduction		SO - Selected and Ongoing		*
2000-RC-CRB	Residential Curbside	Yes	SO - Selected and Ongoing		*
2010-RC-DRP	Residential Drop-Off		SO - Selected and Ongoing		*
2020-RC-BYB	Residential Buy-Back		SO - Selected and Ongoing		*
2030-RC-OSP	Commercial On-Site Pickup	Yes	SO - Selected and Ongoing		*
2040-RC-SPH	Commercial Self-Haul		AO - Alternative and Ongoing		*
2050-RC-SCH	School Recycling Programs		SO - Selected and Ongoing		*
2060-RC-GOV	Government Recycling Programs		SO - Selected and Ongoing		*
2070-RC-SNL	Special Collection Seasonal (regular)		SO - Selected and Ongoing		*
2090-RC-OTH	Other Recycling		AO - Alternative and Ongoing		*
3000-CM-RCG	Residential Curbside Greenwaste Collection	Yes	SO - Selected and Ongoing		*
3010-CM-RSG	Residential Self-haul Greenwaste		AO - Alternative and Ongoing		*
3020-CM-COG	Commercial On-Site Greenwaste Pick-up	Yes	SO - Selected and Ongoing		*
3030-CM-CSG	Commercial Self-Haul Greenwaste		SO - Selected and Ongoing		*
3035-CM-COR	Commercial Organics Recycling	Yes	A1 - Alternative and Implemented		*
3040-CM-FWC	Food Waste Composting		SO - Selected and Ongoing		*
3050-CM-SCH	School Composting Programs		AO - Alternative and Ongoing		*
3060-CM-GOV	Government Composting Programs		SO - Selected and Ongoing		*
4010-SP-SLG	Sludge (sewage/industrial)		SO - Selected and Ongoing		*
4020-SP-TRS	Tires		SO - Selected and Ongoing		*
4030-SP-WHG	White Goods		AO - Alternative and Ongoing		*
4040-SP-SCM	Scrap Metal		SO - Selected and Ongoing		*
4050-SP-WDW	Wood Waste		SO - Selected and Ongoing		*
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Local Government Information Center (LoGIC) https://secure.calrecycle.ca.gov/Logic/

Help for the External Annual Report Module of LoGIC

Diversion Programs-EZ

This feature is designed to allow jurisdictions to quickly update diversion program tonnage information. You can use Diversion Programs-EZ to update those programs that only need an update for diversion program tons and do not need any changes to program status or notes.

1. Select the "Diversion Programs-EZ" button.
2. A list of all the jurisdiction's programs appears *with the previous tonnage information*.
3. Select "Edit".
4. Enter the Diversion Tons for each of the programs listed. If the amount is unknown enter 0.
   - The "Reset" button will revert the numbers to the information last saved.
5. Select "Save" to update all diversion programs. The programs will no longer have a red "*" in the Information Incomplete column on the SRRE and HHWE Diversion Programs page.
6. Select the "Back" button to return to the SRRE and HHWE Diversion Programs page.
   - Select any programs for which you would like to update the information (e.g., status codes, notes, tonnage). For each program, you will need to select the "Edit" button first and "Save" when completed.
7. After all the programs have been updated the check next to the "Diversion Programs Section" at the top of the SRRE and HHWE Diversion Programs screen will turn green.

LoGIC Home > Affiliations > LoGIC External Home > Annual Report Home > SRRE and HHWE Programs > SRRE and HHWE Program Detail (Diversion Programs-EZ)

Diversion Program Diversion Tons: Alameda-Unincorporated (2009)

Select Edit to enter tonnage data for your diversion programs, listed below. If tonnage data is not available, leave it blank.

You may sort your program data below in either ascending or descending alphanumeric order by selecting the individual column heading.

Diversion Tons updated successfully.

Back | Edit

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PROGRAM CODE	PROGRAM NAME	DIVERSION TONS
1010-SR-BCM	Backyard and On-Site Composting/Mulching	0.00
1020-SR-BWR	Business Waste Reduction Program	0.00
1030-SR-PMT	Procurement	0.00
1040-SR-SCH	School Source Reduction Programs	0.00
1050-SR-GOV	Government Source Reduction Programs	0.00
1060-SR-MTE	Material Exchange, Thrift Shops	0.00
2000-RC-CRB	Residential Curbside	0.00
2010-RC-DRP	Residential Drop-Off	0.00
2020-RC-BYB	Residential Buy-Back	0.00
2030-RC-OSP	Commercial On-Site Pickup	0.00
2050-RC-SCH	School Recycling Programs	0.00

Note: Beginning with the 2016 EAR, even after using the EZ feature, Mandatory Commercial Recycling 'Education and Outreach' and 'Monitoring' program information for Code 2030-RC-OSP Commercial On-site Pickup and Mandatory Commercial Organics Recycling 'Education and Outreach' and 'Monitoring' program information for Code 3035-CM-COR may be required to complete this section.

Help for the External Annual Report Module of LoGIC
___

Add New Program

Input new waste diversion programs implemented by your jurisdiction during this reporting-year. Also, enter programs that failed to show up on your diversion programs report (provide link to report, if available). From the SRRE and HHWE Diversion Programs page,

1. Select the "Add New Program" button.   Add New Program

2. Enter the required information as indicated with the red "*".

Diversion Program Detail: Adelanto (2010)

Use this section to inform CalRecycle about new waste diversion programs implemented by your jurisdiction during this report year. Also, enter programs that failed to show up on your diversion programs list here. If you have no new programs to report, Return to Program List

Enter information and select save.
Fields marked with * (asterisk) are required.

Save   Cancel

* **Program Name:** Select a program ▼
* ☐ **Existed before 1990:** ○ Yes ○ No
* **Selected in SRRE:** ○ Yes ○ No
* ☐ **Jurisdiction owned or operated:** ○ Yes ○ No
* ☐ **Report Year Diversion Tons:** [   ] If report year diversion tons is unknown, enter 0.
* ☐ **Program Start Year:** [   ]
  ☐ **Target Sector:** Select a target sector / Residential / Commercial / Industrial / Government

  Program Status: Select a status ▼
  Note: Briefly describe the program. For Facility Recovery programs (i.e., those with program codes in the 7000 series), please include applicable facility names and locations.

  [   ]

  Note Help   ☑
  Due to changes in the LoGIC reporting system, notes prior to 2006 are grouped together and CalRecycle staff notes appear begining with the 2009 report.

Enter information and select save.
Fields marked with * (asterisk) are required.

Save   Cancel

3. For 'Program Name' select from the list of diversion programs that have not been added.

4. Enter whether the program existed before 1990

5. Enter whether the program was selected in the SRRE

6. Enter whether the program is jurisdiction owned or operated.

7. Enter Report Year Diversion tonnage. If tonnage is unknown enter '0'.

8. Enter the year the program started.

9. Select one or more target sectors for the program.

10. Select the program status for the current year.

11. Enter notes that briefly describe the program.

12. Select "Save".

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13. After you have selected "Save" you may select the "Back" button to return to the SRRE and HHWE Diversion Programs page.

- Select "Edit" to adjust the information provided. You can also, select "Delete" to remove the new program, if needed. Select "Save" once completed.

14. After all the programs have been updated, the check next to the "Diversion Programs Section" at the top of the SRRE and HHWE Diversion Programs screen will turn green.

Update Program Information

Note: Jurisdictions are required to review each program to ensure accuracy even if there is no change in the program information.

1. Select the Program from the SRRE and HHWE Diversion Programs screen.

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2. Select the "Edit" button.

3. If there are no changes, select "Save" to indicate that you have reviewed the information and accept it as reported. Otherwise, update the information as needed and then select "Save".

4. Once saved, you can navigate using the Next 'Program' and 'Previous Program' links go to the previous and next sequential programs or return to the SRRE and HHWE Diversion Program page.

5. After all the programs have been updated the check next to the "Diversion Programs Section" at the top of the SRRE and HHWE Diversion Programs screen will turn green.

Help for the External Annual Report Module of LoGIC

Program Details

Program details are optional fields that let you provide more information about specific diversion programs. On the SRRE & HHWE Diversion Programs page, programs with program details are marked with a "Yes" in the 'Has Details' column.

To enter or update program details do the following:

1. Select a program that has 'Yes' in the 'Has Details' column.

2. Select 'Edit'.

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3. Mark the appropriate check boxes under program details that describe the program implementation.

4. Once updated, select 'Save'. You can navigate using the Next and Previous links go to the previous and next sequential programs or return to the SRRE and HHWE Diversion Program page.

5. After all **the** programs have been updated the check next to the "Diversion Programs Section" at the top of the SRRE and HHWE Diversion Programs screen will turn green.

Standardized Notes

Standardized notes provide a description of the type of information to consider including in the notes portion of each Program Notes section. This feature also includes an example and suggested keywords. This has been designed to further streamline the reporting process and to help to share various diversion program implementation strategies.

To view the *standardized notes* for a diversion program

1. Select a program from the diversion programs list.

2. Select the 'Note Help' button.

3. A popup will appear with the standardized note information for the selected program.

You can cut and paste keywords from this window, minimize for reference and close when finished. The use of keywords is beneficial when searching for specific items in the various program notes.

Viewing Past Notes

Program notes can be viewed for all programs or a specific program, all years or a specific year and/or by program component (prior to the current EAR reporting-year). Notes prior to 2007 cannot be searched by year. Notes prior to 2007 (1995-2006) appear in one large field for each diversion program.

Help for the External Annual Report Module of LoGIC

To view past EAR diversion program notes:

1. Select the 'View All Diversion Program Notes' link from the 'SRRE and HHWE Diversion Programs' page.

2. The Past Diversion Program Notes page will appear.

3. For Report Year, select a specific year or 'All Years".

4. For Program Component, select a component to filter the programs by or select 'All Components' to view all programs.

5. For Program Name, select an individual program or 'All Programs'.

6. Select 'Search' to run the report.

7. To print the report use your browser's Print option or select 'Export to Excel' to output and print the report in Excel.

8. Select 'Back' to return to the 'SRRE and HHWE Diversion Programs' page.

   NOTE: Beginning with the 2009 Report-Year, and for all subsequent years, LAMD Staff notes will also appear in the Past Diversion Program Notes report. These are easily identified by looking at the first column of the report titled "Jurisdiction Note". If the note was entered by LAMD Staff, it will say "No". If the note was entered by the Jurisdiction, it will say "Yes".

Help for the External Annual Report Module of LoGIC

Additional Information

The Additional Information screen allows you to provide CalRecycle with any additional information related to your Annual Report, and the chance to verify waste and recycling hauler information in your jurisdiction that CalRecycle has collected.

Section 1

Use this section if you wish to provide CalRecycle with any additional information related to your Annual Report. Examples would include decreased diversion due to quarantine restrictions, landfill reporting inaccuracies, State Agency's that have an impact on disposal, etc.

Section 2 (Hauler Information)

This section allows you to verify waste and recycling hauler information in your jurisdiction. The system will list waste and recycling haulers CalRecycle is aware of that operate within your jurisdiction and will contain information from CalRecycle's FacIT database about that hauler. *Your assistance to verify this information is optional but helps to get the most accurate information possible about haulers in your jurisdiction.*

Below are waste and recycling haulers CalRecycle has identified that operate in your area. Please verify the information is correct or make edits as needed for each hauler listed. Additional haulers not already listed can be added by using the Add Hauler button:

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Edit Instructions

Section 1:

1. Select "Edit".

2. If you answer "Yes" you are required to provide more information in the space provided.

3. If you answer "No" more information is optional.

Section 2 (Hauler Information):

1. Select "Edit" if not already selected.

2. You may edit any of the data fields for each of the haulers listed.

3. Explanations of each data field can be found by placing the mouse pointer over the hover button on the left. Explanations are also listed below:

    *   Parent Company – The owner of the hauler, if different than the hauler name.
    *   Hauler Name – The name the hauler operates under.
    *   Contract End Date – The date when a contract between the jurisdiction and the hauler is scheduled to end. If there is more than one contract with the hauler and they end on different dates, please enter the earliest expiration date.
    *   Franchise Hauler – Check this box if the hauler has been designated as a "Franchise Hauler" in your jurisdiction. A "Franchise Hauler" is one that has an agreement with a jurisdiction to transport waste.
    *   Activities – The functions the hauler performs in your jurisdiction. Check all that apply.
    *   Verification – Check the box if you can verify the information provided above is correct, or if the hauler listed does not operate in your jurisdiction.
    *   Notes – Enter any relevant information or additional details about the hauler you would like to share.

4. You may add haulers not found on the list by entering information in the "Additional Haulers" section found at the bottom of the list. Only the Hauler Name and Activities fields are required, but we encourage you to enter as much information as possible. New haulers may only be entered one at a time.

5. Select "Save" or "Add New Hauler & Save Changes" to complete the section. Once saved the check next to "Additional Information" will turn green.

Help for the External Annual Report Module of LoGIC

Large Venues and Events

Activities at venue and events can generate a significant amount of waste in a short period of time. Results released in 2006 of a study of 25 different venues and events in California indicated that on average 2.44 pounds of waste is generated per visitor, per day. Addressing this issue Governor Schwarzenegger signed AB 2176 (Montanez, Chapter 879, Statutes of 2004) into law targeting mandatory planning for reduction of waste generated at venues and events. The law requires the largest venue facilities and events (as defined) in each city and county to plan for solid waste reduction and upon request, report information regarding their waste reduction efforts to their local jurisdiction.

Cities and counties in California and State-owned or operated facilities also have waste reduction mandates that they must fulfill and maintain. Thus, they are increasingly looking to find ways to assist in reducing waste at the venues and events held at their facilities or located within their boundaries.

Note: List each venue/event that happened in your jurisdiction each year. Past year venue/event information is *not* automatically brought forward to the current reporting cycle but you may elect to have it copied, then edit.

Venues and Events Sections

For each venue or event there are several pieces of information that must be completed. Once you choose to 'Add' or 'Edit' a venue you will be taken to a set of screens that contain information specific to that venue.

You can navigate between the screens using the page tabs located at the top of the form. You can return to "Large Venues and Events Home Page" by selecting the Venue/Event Home tab.

Once each of the sections has been completed the check next to "Venues/Events Section" will turn green indicating that you have completed the requirements.

Tabs Include:
- Basic Information
- Practices
- Material Types

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- Programs
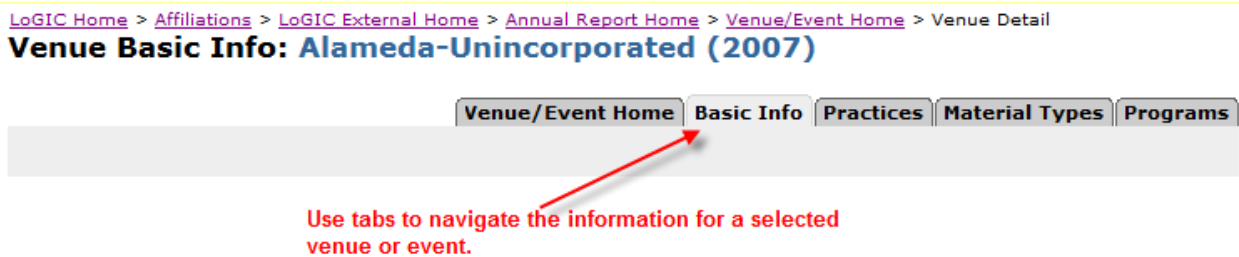
No Reportable Venues/Events

This check box is used to allow the jurisdiction to indicate that there were no reportable venues/events in their region in the reporting cycle. Please be aware that all venues/events are reported independently each year.

If you select this box, the check mark next to "Venues/Events Section" will turn green indicating you have completed this section.

Once selected, the "Add Venue/Event" and "Copy Venues/Events from Previous Years" buttons will be dimmed and not selectable.

You may unselect the check box which will restore the buttons and reset the check mark next to "Venues/Events Section" back to red indicating the section has not been completed.

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Copy Venues/Events

Due to the fact that some of the venue or event information may change over time, a record for each year is kept for historical reasons. When selecting a year to copy information, you should select the year that most closely represents the event for the current reporting cycle.

1. Select the "Copy Venues/Events from Previous Years" button on the Large Venues and Events Home Page.

Copy Venues/Events from Previous Years

2. Select a year from the drop down box to get a list of events for that report year.

LoGIC Home > Affiliations > LoGIC External Home > Annual Report Home > Venue/Event Home > Copy Venues/Events
Copy Venues/Events from Previous Years: Agoura Hills (2007)
Select a report year to display a list of venues/events from that report year that you can copy to this year. Important: Not all venues/events may have been properly transferred to the 2006 report. Check all prior years for venues and events to copy to the current report.
Select a year ▾

3. Check each venue you would like copied into the current report cycle.

4. Select the "Copy to this year" button.

LoGIC Home > Affiliations > LoGIC External Home > Annual Report Home > Venue/Event Home > Copy Venues/Events
Copy Venues/Events from Previous Years: Agoura Hills (2007)
Select a report year to display a list of venues/events from that report year that you can copy to this year. Important: Not all venues/events may have been properly transferred to the 2006 report. Check all prior years for venues and events to copy to the current report.
2005 ▾
Select the box to the left of the name of each venue or event you want to copy to the current year report. Then select the 'Copy to this year' button to copy all the selected venues and/or events to the current year report. This action will copy the venues/events recorded information, except for disposed and diverted tons, and return you to the 'Large Venues and Events' page.
You must then individually select each venue/event copied, and enter the data for the disposed and diverted tons for the current reporting year. You may also make any other required edits at this time, such as new programs or added material types.
To copy additional venue/event information from another year, select the 'Copy Venues/Events' button again and repeat the procedure.
Copy to this year

	NAME	PHYSICAL ADDRESS	MAILING ADDRESS	EVENT TYPE	WEBSITE
☐	Test 1	123 Main Agoura Hills, CA 90123	123 Main Agoura Hills, CA 90123	Amusement Park	
Page 1 of 1					Count: 1

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Note: If you select an event that already exists for the current year, the event will not be copied over and a message will appear that a venue/event with the same name already exists.

5. After the copy is complete the venue/event will be listed at the bottom of the "Large Venues and Events Home Page".

6. Once the copy is completed, you will be required to update the "Solid Waste Practices" information section including the disposed and diverted tons and the extent to which the venue or event implemented its waste diversion and recycling plan before the venue/event record is completed.

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Add and Edit Venues/Event

1. Select the "Add Venue/Event" button located on the "Large Venues and Events Home Page".

2. Once you have entered all the supporting information for a venue/event the check next to "Venues/Events Section" at the top of the "Large Venues and Events Home Page" will be green indicating the section is completed.

Add Venue/Event Basic Information

1. Enter all the required information as indicated by the red "*".

2. Select "Save" to complete the page.

3. If you select "Venue failed to supply information/refused to cooperate" then you do not have to complete the information on the remaining tabs.

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Edit Venue/Event

There may be a need to edit or update venue/event information. If you copied a venue or event from a previous year you must update the "Solid Waste Practices" section.

1. A venue/event that does not have all the required information will be marked with an 'Incomplete' label. Even venues/events that have fully implemented plans must still have disposal and diversion tons entered for this report cycle.

2. To edit the venue/event select the name of the event from the list at the bottom of the "Large Venues and Events Home Page".

3. On the Venue Basic Information tab select "Edit" to update the venue information such as the address or type.

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4. Select "Save" to complete the page.

5. Make sure to select each tab and check if there is any information that needs to be entered.

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Delete Venue/Event

There may be a need to delete a venue or event that no longer exists or reports for the jurisdiction.

1. Select the name of the event from the list at the bottom of the "Large Venues and Events Home Page".

2. On the Venue Basic Information tab select "Delete"

3. A message will appear asking whether you want to delete the venue/event. Select "Confirm" if you wish to delete the venue/event or "Cancel" if you change your mind and do not wish to delete it.

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Add and Edit Venue/Event Supporting Information

Practices

The Practices section has several required fields that must be entered for the section to be marked as complete. If a venue/event is copied over from a prior year, the waste implementation and disposal and diversion tons fields must be entered.

1. Select the "Edit" button.
2. Complete the required information as indicated by the red "*".
3. If you answer "Yes" to the Written Waste Diversion/Recycling Plan question, more information is required in the notes section.
4. Select the implementation level for the written plan.
5. Enter the disposed and diverted tons for the venue/event. If the venue/event has no disposed or diverted tons you must enter '0' in these fields in order to complete the section.
6. Select "Save" to complete the page.

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Material Types

1. Select the "Edit" button.
2. Select the types of solid waste generated or diverted at the event by placing a check in the appropriate boxes.
3. Select "Save" to complete the page.

Programs

1. Select the "Edit" button.
2. Place a check next to the types of programs used at the event.
3. Select "Save" to complete the page.

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Mandatory Commercial Organics Recycling (MORe) per AB 1826 and Organics Management Infrastructure Planning per AB 876

Mandatory Commercial Organics Recycling (MORe)

AB 1826 requires businesses that generate a specified amount of organic waste per week to arrange for recycling services for that waste, and for jurisdictions to implement a recycling program to divert organic waste from businesses subject to the law, as well as report to CalRecycle on their progress in implementing an organic waste recycling program.

Organic waste means food waste, green waste, landscape and pruning waste, nonhazardous wood waste, and food-soiled paper waste that is mixed in with food waste.

"Business" means a commercial or public entity, including but not limited to a firm, partnership, proprietorship joint stock company, corporation, or association that is organized as a for-profit or nonprofit entity, strip mall, industrial facility, school, school district, California State University, community colleges, University of California, special district or a federal, state, local, regional agency or facility, or a multifamily residential dwelling. This table below shows the implementation schedule:

On and After:	Business that generates per week:	Of Material:
4/1/2016	8 cubic yards or more	Organic waste
1/1/2017	4 cubic yards or more	Organic waste
1/1/2019	4 cubic yards or more	Solid waste
If organic waste has not been reduced to 50% of 2014 disposal levels:		
1/1/2020	2 cubic yards or more	Solid Waste

Additional information and guidance can be found here– AB 1826 Mandatory Commercial Organics Recycling

Organics Management Infrastructure Planning

In October 2015 the Governor signed AB 876 to address longer-term planning for organics infrastructure by requiring counties and regional agencies (RA) to report the following information in the EAR commencing on August 1, 2017:

1. An estimate of the amount of organic waste in cubic yards that will be disposed by the county or region over a 15-year period.
    i. CalRecycle received clarification from the author that it is the amount of organic waste to be *disposed*, not 'generated' that should be estimated. Additionally, it is not necessary to conduct a waste characterization study since the focus is on estimating how much material will be disposed in the future.
    ii. "Over a 15-year period," means how many tons of organic waste will be disposed of in one single year 15 years from now, not the cumulative total of 15 years.
    iii. Please see CalRecycle's AB 876 (Organics Management Infrastructure Planning) Calculator for estimating the amount of future organics disposal and potential capacity needed for this material.

1a. An estimate of the additional organic waste recycling facility capacity in cubic yards (or tons) that will be needed to process the amount of organic waste identified in (1) above.

2. Areas identified by the county or RA as locations for new or expanded organic waste recycling facilities capable of safely meeting the additional organic waste recycling facility capacity need identified in (1a) above.

Additional information can be found here– AB 876 (Organics Management Infrastructure Planning) Guidance

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Data Entry

The Organics reporting fields contain several pieces of information on six different tabs. Different types of reporting entities have different questions that must be completed:

- Rural jurisdictions with an exemption will have the option, with no required fields, of answering each question in this section.
- Rural counties and regional agencies are required to answer questions pertaining to AB 876 on the "Infrastructure and Barriers" tab, remaining questions are optional.
- Non-Rural jurisdictions are required to complete many of the questions in this section, AB 876 questions on the "Infrastructure and Barriers" tab, should be locked and unanswerable.
- Non-Rural counties and regional agencies are required to complete many of the questions in this section, as well as the AB 876 questions on the "Infrastructure and Barriers" tab.

The Organics tabs Include:

1. Identification of covered businesses/multifamily complexes

- Beginning with the 2017 Report Year, the answer to #1 on this tab will carry over from the previous year's EAR submittal. Please update the answer field if methodology has changed since the previous year.

2. Education and Outreach

- o Data previously entered in the EAR's SRRE HHWE Diversion Program for Commercial Organics 3035-CM-COR code will carry over to this tab.

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3. Monitoring

o Data previously entered in the EAR's SRRE HHWE Diversion Program for Commercial Organics 3035-CM-COR code will carry over to this tab.

4. Infrastructure and Barriers

o Per AB 876, Questions #1, #1a, and #2, are to be reported for the **entire** County or Regional Agency (RA), including all cities within their boundaries. (Counties and Regional Agencies with Rural Jurisdiction Exemptions, are still required to report AB 876 information). All other jurisdictions that do not have this exemption are required to answer question #3-#13.

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5. Enforcement, Self-Haul Requirements, and Exemptions

6. Additional Information
- o This tab includes a document management button where supplemental documents can be uploaded as part of the EAR submittal.

After completing this section you may proceed on to review and submit your Jurisdiction's entire EAR.

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Confirmation of Intent to Submit

Once all the sections have been completed the "Submit Annual Report" button will be visible. You may review (save and share, if appropriate) your report prior to submitting it by selecting the "Report Summary" button. Once you select the submit button you will receive an email confirming the submitted report and you will no longer be able to make changes. If you need to update an Annual Report that already has been submitted, please contact your LAMD representative. They will work with you to update your Annual Report as a part of CalRecycle staff review or un-submit your Annual Report, if applicable.

When you log back into LoGIC the status for the EAR will have changed to "Submitted".

LoGIC Home > Affiliations > LoGIC External Home > Annual Report Home > Submit Annual Report
Confirmation of Intent to Submit: Amador County Integrated Solid Waste Management Agency (2012)

LAMD Representative: John Duke

Are you sure you want to submit this Annual Report?

[Report Summary]

You have indicated you are ready to submit your jurisdiction's official annual report to the Department of Resources Recycling and Recovery (CalRecycle). After you do that, you will still be able to visit this site and review the information submitted, however, you will no longer be able to change that information. Please print a copy of your final version for your records.

If you submit your electronic annual report, and later you realize the information is not correct or complete, contact your Local Assistance and Market Development (LAMD) representative as soon as possible. If you have experienced technical difficulties or have questions about this report, please contact your LAMD representative before submitting.

When you click the button labeled "Validate Annual Report," the Electronic Annual Report system checks your report against CalRecycle's completeness criteria. If information was omitted, the system presents the validation screen, which helps you locate the missing information. If the report is complete, then you will be given the opportunity to submit.

When you select the button labeled "Submit Annual Report," the validation still occurs; however, if the report is complete, then it will be automatically submitted to the CalRecycle.

Once you submit your electronic annual report, your LAMD representative will review it and contact you if there are any questions. If the electronic annual report summary page indicates that you must submit additional forms on paper, such as those required for alternate adjustment factors or alternate disposal tonnage it is your responsibility to complete those forms and to send them to the CalRecycle within the provided timeframe.

Your electronic annual report will be one of the primary documents (but not the only document) used by CalRecycle during the CalRecycle review to determine your jurisdiction's compliance with the Integrated Waste Management Act. Treat it with the same care you would treat any official document you file with CalRecycle.

All sections are complete!

✓ Rural Petition for Reduction in Requirements
✓ Newly Incorporated Cities
✓ Disposal Rate Calculation
✓ Calculation Factors
✓ Disposal Rate Accuracy
✓ Planning Documents Assessment   Completed sections
✓ Summary Plan Assessment
✓ Siting Element Assessment
✓ Areas of Concern / Conditional Approvals
✓ SRRE and HHWE Diversion Programs
✓ Additional Information
✓ Large Venues and Events

Yes, I want to send my jurisdiction's official 2012 Annual Report to CalRecycle!

[Submit Annual Report] ← Submit button is visible once all sections are green, which indicates they are complete.

Once you push the "Submit Annual Report" button, you are done and will no longer have the ability to modify the data.